

LONGVILLE CITY COUNCIL
MEETING MINUTES UNAPPROVED
Wednesday, October 20, 2021

Mayor Jocko Kline called the Regular Scheduled Meeting of the month to order on Wednesday, Enter Wednesday, October 20, 2021 at 4:00 p.m.

Pledge of Allegiance

PRESENT: Mayor: Jocko Kline, Council Members: Phyllis Eck, Neil Tobiason, Nathan Tabaka and Greg Gilsrud. City Clerk: Christina Herheim. Deputy City Clerk: Dianne Larson. Employees: Sara Putnam, Nancy Raines and Dean Murray. Citizens: Steve Shallbetter, Angel & Will Stone and Eric Alger representing Cass County Sheriff's office.

ABSENT: N/A

1. M/S/P: Tabaka/Eck to adopt agenda of Wednesday, October 20, 2021 with change to move William Stone variance discussion from Land Use to Licenses & Permits.
2. M/S/P: Tobiason/Tabaka to approve Regular City Council Meeting Minutes of September 15, 2021
3. New Business:
 - a. M/S/P: Tabaka/Gilsrud to approve Resolution 102021 Designating Polling Place
 - b. M/S/P: Eck/Tabaka to approve Resolution 10202021 Accepting Donations:
 - i. \$125 from Inguadona Lake Association
 - c. Jocko and guest will attend the 2021 Chamber Dinner Meeting on 10/26
4. Licenses and Permits
 - a. M/S/P: Gilsrud/Tobiason to approve William Stone variance to build a new cabin
5. Old Business:
 - a. M/S/P: Gilsrud/Eck to add Temporary On-Sale Liquor License Fee of \$150.00 and Temporary 3.2. Beer – On-Sale (3 days) for \$50.00 to Liquor Licenses and Fee Schedule.
6. Citizens addressing the council: N/A
7. Engineer's report. N/A
8. Commissioner's Reports:
 - a. Kline
 - i. Police: The monthly report was presented to the Council. Officer Alger reported everything is going well. No issues. The Council had no questions.
 - ii. Ballfield – Closed for the season
 - iii. Park – Nothing to report
 - b. Eck
 - i. Library
 1. There will be a meeting on November 4th to present drawings for expansion
 2. The Regional Library is continuing to look for a new Director with a goal to be filled by 12/15.
 - ii. Liquor
 1. Docksider – reported by Manager Putnam:
 - a. Business has been slowing down. Trivia is very popular, and clothing is selling well.

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- b. Painting Party with Tom had 20 participants on 10/16. The next event is scheduled for 11/20.
 - c. Halloween party will be October 30th with happy hour specials and free juke box. There will be no costume contest this year.
 - 2. LLBS – reported by Manager Raines:
 - a. M/S/P: Eck/Tabaka to approve payment of final invoice from Co-Built Construction in the amount of \$2,161.57
 - b. Painting of the outside of the building is complete
 - c. A fundraiser for the Longville Fire Department was held at the LLBS during August & September. The LLBS was recognized at the MMBA meeting for having conducted the fundraiser. The MMBA awarded \$500 to the Fire Department and a case of beer was donated by the distributor for each fireman.
 - c. Tobiason
 - i. Airport (reported by Steve Shallbetter)
 - 1. **Fuel on hand** – Approximately 1353 gallons on hand @ \$4.40 per gallon.
 - 2. **Maintenance** – Lights and general airport inspection will be completed next week, any discrepancies will be addressed before winter.
 - 3. **Fuel System Upgrade** – Nothing new to report.
 - 4. **Airport obstruction to the south** – The obstructions reported last month have all been addressed, the forest service removed the reported obstruction on forest service property but there is nothing to report at this time regarding the airports special use permit which will allow us to manage any future obstructions. The required paperwork has been submitted to the FAA requesting an amendment to restore the night approach for Runway 31.
 - 5. **Airport Advisory Board Meeting** – The airport advisory board met on 9/21, the following was discussed:
 - a. Board Members: The Board accepted the resignation of Joe Graw (former hangar owner) and Eli Zenner. Candidates to fill these vacancies are Gordy Meyer and Mike Lewis (hangar owner).
 - b. **Board Recommendation:** The City appoint Gordy Meyer and Mike Lewis to fill the airport advisory board vacancies. M/S/P: Gilsrud/Eck to approve appointments of Gordy Meyer and Mike Lewis to Airport Advisory Board.
 - c. CIP (Capital Improvement Plan): The Board reviewed the CIP, the following changes were agreed upon by the Board.
 - i. SFY 2023 – Remove EA (Environmental Assessment) Building Expansion Area. Balance of 2023 CIP remains unchanged (see attached).
 - ii. SFY 2024 – Shift Hangar Area Expansion (Design) and Hangar Area Expansion until SFY 2029. (The shift is as a place holder for federal budgeting purposes.) The balance of 2024 CIP remains unchanged (see attached).
 - iii. **Board Recommendation:** The City approve changes to the airport CIP as noted above. M/S/P: Tobiason/Tabaka to approve changes.

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- d. The request from an individual to develop a hangar site prior to a hangar site development project was discussed. The Board feels this is acceptable subject to FAA approval and the individual being willing to pay all associated site development cost out of his own pocket. Because it is uncertain if the individual is going to move forward with the project, no action is required at this time.
 - d. Tabaka
 - i. Sewer – Locate by Matt Daudt’s was all OK; plenty of room
 - ii. Land Use – There will be a Variance Hearing on November 17th at 3:30 p.m. regarding addition to the Towley home at the Longville Campground.
 - e. Gilsrud
 - i. Streets – Manager Murray to grade roads one more time before it freezes.
 - ii. Cemetery – Murray and Bruch will be working on fall clean-up of the cemetery in the next week.
 - 9. Clerk’s Report
 - a. M/S/P: Eck/Tobiason to approve Memorandum of Understanding between Crow Wing Power and The City of Longville for installation of an electric vehicle charging station with 2 charging ports.
 - b. Clerk Herheim shared the Longville Pay Equity Compliance
 - 10. Employee relations
 - a. M/S/P: Tabaka/Gilsrud to accept the resignation of Gabe Osburnsen
 - b. M/S/P: Gilsrud/Eck to approve time off request for Nancy Raines
 - 11. Administration and Financial
 - a. M/S/P: Gilsrud/Tabaka to approve Payroll, Payroll liabilities and claims from check #70704-70784 in the amount of \$261,754.72 Debit Card amount of \$852.20 totaling \$262,606.92.
- M/S/P: Tabaka/Tobiason to adjourn meeting at 4:38 p.m.

Attest to:

 Jocko Kline
 Mayor

 Christina Herheim
 City Clerk/Treasurer